MANITOBA

LEGISLATIVE ASSEMBLY

ANNUAL REPORT

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

FOR THE FISCAL YEAR ENDING MARCH 31, 1985

MANITOBA

SPEAKER OF THE LEGISLATIVE ASSEMBLY

WINNIPEG
R3C 0V8

To Her Honour
Pearl McGonigal
Lieutenant-Governor of the Province of Manitoba

May It Please Your Honour:

I have the privilege of presenting for the information of Your Honour, the Annual Report of the Legislative Assembly Management Commission for the Fiscal Year ending March 31, 1985.

Respectfully Submitted,

Ms Myrna A. Phillips

Myrna A. Phillips
Speaker

CONTENTS

		Page
1.	Introduction	1
2.	Constituency Allowance Rules	2
3.	Telephone Privileges	2
4.	Conflict of Interest	2
5.	Mailing Privileges	2
6.	Hansard Services	2
7.	Internship Program	3
8.	Use of Legislative Building	3
9.	Funding for Independent Members	3
10.	Estimates	3
11.	Financial Information	4
12.	Amendments to Legislation	5

APPENDICES

1.	Rules Respecting Telephone Privileges	6
2.	Rules Respecting Conflict of Interest	7
3.	Auditor's Statement	8
4.	Minutes of Meetings	9

REPORT OF THE
LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION
FOR THE FISCAL YEAR ENDED MARCH 31, 1985

INTRODUCTION

This is the second report to the Legislative Assembly of the Legislative Assembly Management Commission (LAMC), which was established in 1983. Composition of the Commission is as follows: the Speaker is the presiding officer, four Assembly Members are appointed by the government caucus and three are appointed by the caucus of the official opposition. The Clerk of the Legislative Assembly is the Commission's secretary. During the 1984/85 fiscal year the Commission met on May 10, 1984; June 5, 1984; July 24, 1984; October 19, 1984; December 20, 1984; February 14, 1985; and March 28, 1985.

The LAMC Act assigns these duties and responsibilities to the Commission:

- reviewing the estimates and staff establishments for the offices reporting to the Legislative Assembly
- overseeing the Legislative Assembly's financial activities
- providing the required facilities and services to the Legislative Assembly
- formulating policies respecting the administration of the Legislative Assembly
- maintaining proper security over the Legislative Assembly Chamber and offices.

The Commission may also advise upon and give directions respecting the efficient and effective operation of the Assembly.

Meetings are held in camera, but Members of the Assembly who are not LAMC members, Officers of the Assembly and staff required to be present may attend.

This reports consists of an overview of recommendations made by the Commission and suggested amendments to the Legislative Assembly and LAMC Acts proposed by the Commission. As well, minutes of meetings are appended.

CONSTITUENCY ALLOWANCE RULES

A variety of clarifications, by way of amendments to the Constituency Allowance Rules, were made by the Commission. Members of the Assembly were provided after each Commission meeting with any changes made as well as with a set of updated Constituency Allowance Rules. A copy of the most current Rules is available to Members from their caucus office or the Clerk's Office.

TELEPHONE PRIVILEGES

Rules respecting Members' telephone privileges were approved by the Commission in May of 1984 and were provided to Members. A copy is appended.

CONFLICT OF INTEREST

The Commission addressed in June 1984, the then pending Conflict of Interest Legislation and set out a policy respecting its application to the operation of the Commission in relation to conflict of interest declarations and disclosures. A copy of the policy is appended.

MAILING PRIVILEGES

Guidelines were investigated by the Commission respecting the types of material which Members of the Assembly may have prepared and mailed at the expense of the Assembly, particularly distinguishing between non-partisan and party mailings.

HANSARD SERVICES

Approval was given in October 1984 for the establishment of a separate word processing facility of limited size dedicated to Hansard, while continuing to share use of the facilities contained in the Legislative Building's Word Processing Centre.

LEGISLATIVE INTERNSHIP PROGRAM

A proposal for establishment of the internship program was approved by the Commission in December 1984. Announcements were made in the House on March 15, 1985 and July 2, 1985, providing details about the program's operation.

USE OF LEGISLATIVE BUILDING

The following statement of principle was adopted by the Commission in February 1985:

> This Commission re-affirms strongly its belief that the Legislative Building should be used to accommodate legislators and their support staffs, together with the various facilities and services specifically required for the operation of the Legislature; and that the Minister of Government Services be encouraged to abide by this principle, to the maximum extent possible, when allocating space within the Legislative Building.

FUNDING FOR INDEPENDENT MEMBERS

A presentation was made to the Commission in February 1984 requesting additional funding for independent members for secretarial staff assistance or for the removal of restrictions on the expenditure of funds available from constituency allowances and MLA office budgets. This request was declined by the Commission.

ESTIMATES

In October 1984 the Commission reviewed and approved for submission to the Minister of Finance the estimates for the offices reporting to the Legislative Assembly for the fiscal year 1985/86. These estimates included expenditures for the Assembly and its offices, the Provincial Auditor's Office, the Chief Electoral Officer's Office and the Ombudsman's Office.

FINANCIAL INFORMATION

During 1984/85 each Member of the Legislative Assembly received an indemnity of $22,499.67 and an expense allowance of $11,249.83 in accordance with provisions of Section 59 of The Legislative Assembly Act. The Speaker received a combined additional indemnity and annual allowance of $15,500.00, while the Deputy Speaker received an additional indemnity of $3,500.00; the Opposition Whip, the Government Whip and the House Leader of the Official Opposition each received an additional indemnity of $2,500; the Deputy Chairman of Committees of the Whole House received an additional indemnity of $2,500.00; and the Leader of the Official Opposition's salary was $18,111.60.

The net revenue derived from fees during the fiscal year covered by this report for petitions for Private Bills, froms subscriptions to Bills, to Votes and Proceedings and to Hansard, and from the sale of individual bills amounted to $30,553.42.

The various allowances and privileges specifically provided for in the Legislative Assembly Act totalled:

Constituency Allowance	$178,678.21
Living Allowance	108,160.00
Committee Allowance	5,453.77
Mileage Allowance	66,748.14
Members' Printing Privilege	73,999.52
Special Supplies and Operating Allowance	28,500.00
	$461,539.64

Salaries of regular and temporary support staff for this period amounted to $536,621.75, while supplies and expenses (including stationery for Members, caucus rooms, committee rooms, etc.) amounted to $310,848.68.

Charges for Legislative Printing and Binding were:

Journals	$23,441.74
Votes and Proceedings	14,494.86
Orders of the Day	2,144.53
Private and Public Bills	9,921.48
	$50,002.61

Salaries paid for Hansard Services, including Recording Equipment Operators, were $118,264.76 and the cost of supplies, expenses and printing of Hansard amounted to $85,436.02, making a total operational cost for this function of $203,700.78.

AMENDMENTS TO LEGISLATION

The Commission recommended that the indexing factor for Members' indemnities as set out in the Legislative Assembly Act be revised to replace the composite industrial index with the industrial aggregate index, as production of the statistics for the composite industrial index was to be discontinued.

Also recommended by the Commission were amendments to the Legislative Assembly and the LAMC Acts to provide for the exercise of the Speaker's signing authority after dissolution of the Legislative Assembly.

RULES RESPECTING MEMBERS' TELEPHONE PRIVILEGES

The Legislative Assembly Management Commission on May 10, 1984, established the following Rules Respecting Members' Telephone Privileges pursuant to sub-section 66.4(2) of the Legislative Assembly Act to have effect on and after June 1, 1984.

1. Each Member of the Legislative Assembly, except the Speaker, Members of the Executive Council and the Leader of the Official Opposition, shall be provided with a Manitoba Telephone System credit card issued through the offices of the Legislative Assembly.

2. The costs of any long distance calls made by a Member described in Rule 1 in carrying out his or her responsibilities as a member may be charged to the credit card provided to that Member.

3. A Member who holds the office of Speaker or of Leader of the Official Opposition or who is a Member of the Executive Council may be provided with a telephone credit card through the office which that Member holds.

4. Where a Member described in Rule 3 charges to his or her credit card the cost of long distance calls made in his or her capacity as a Member as distinct from his or her capacity as the holder of a specific office, the costs of such calls may be recovered from the funds of his or her respective caucus or in the case of independent Members, from the funds provided for office operation.

5. Every Member described in Rule 1, shall be required upon resignation from or upon dissolution of the Legislative Assembly to deliver his or her credit card to the Clerk of the Legislative Assembly.

RULES RESPECTING CONFLICT OF INTEREST

The provisions of The Legislative Assembly and Executive Council Conflict of Interest Act apply to and in respect of meetings of the Legislative Assembly Management Commission and the members thereof as though

(a) the definition of "meeting" in subsection 4(2) of the Act included a meeting of the Legislative Assembly Management Commission; and

(b) subsection 3(2) of the Act, in addition to what it now provides, also provided that a member of the Assembly does not have a pecuniary interest in any matter involving the provision of services, benefits or perquisites to members the cost of which will or may be paid for, from and out of the Consolidated Fund.

Manitoba

Office of the Provincial Auditor

905-386 Broadway
Winnipeg, Manitoba, CANADA
R3C 3R6

May 12, 1986.

Honourable Myrna Phillips,
Speaker,
Legislative Assembly Management Commission,
Room 244,
Legislative Building.

Dear Madam:

Re: Legislative Assembly Management Commission

In accordance with the requirements of subsection 3 of section 12 of the Provincial Auditor's Act, I report that we have conducted an audit of the above-mentioned Commission for the year ended March 31, 1985. This audit did not disclose any matters of a kind which warrant bringing to your attention. We completed the audit while there was a vacancy in the position of Speaker and accordingly we delayed issuing this letter until after your appointment.

I would like to express our appreciation for the assistance provided to us during our audit.

Should you have any matters you wish to discuss with me, I would be pleased to so so at your convenience.

Yours very truly,

F. H. Jackson, C.A.,
Provincial Auditor.

JWS/hl

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a meeting held at
10:00 a.m. on May 10, 1984
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding, Hon. Mr. Anstett, Messrs. Banman, Blake, Downey, Fox, Ms. Phillips and Hon. Mr. Plohman.

ALSO PRESENT: Messrs. Bryans, Driedger, Graham, Mackintosh and Remnant.

MEMBERSHIP: The Chairman reported that the Hon. Mr. Plohman would replace the Hon. Mr. Uruski on the Commission.

AGENDA: Approved as presented.

MINUTES OF MARCH 29 MEETING: Adopted as presented.

The following points were made and conclusions reached in the Commission discussions:

1. **Constituency Allowance Rules**

THAT many MLA's are expressing serious concern about the delays in the processing of Constituency Allowance claims.

THAT the Commission perhaps should consider changes whereby Constituency Allowance claims would be approved by an official of the administration.

THAT the views of Legislative Counsel respecting retroactivity of Constituency Allowance Rules' amendments as read into the record by the Chairman be noted.

THAT all amendments to the Constituency Allowance Rules approved to date are to be retroactive to April 1, 1983.

THAT the Chairman's agreement to liberally interpret the definition of "office furniture and equipment" contained in new Rule 1.1 be noted.

THAT proposed new Rule 1.1 as contained in provision 1 of Appendix 13-84 be approved as presented.

THAT item 2 of Appendix 13-84 be approved as presented.

THAT item 3 of Appendix 13-84 be approved subject to the following amendments:

(a) the insertion in proposed Rule 5 on line 2 after the word "Member" of "for that Member's own consumption";

(b) the substition for proposed new Rule 6 as presented in Appendix 13-84 of the following:

"6(a) Where a Member claims an expenditure not exceeding $100.00 and is unable to provide a receipt, that Member shall provide a statutory declaration to support his or her claim; and

(b) Where a Member claims an expenditure exceeding $100.00 and is unable to provide a receipt to support his or her claim, the Speaker shall refer the claim of that Member to the Legislative Assembly Management Commission for consideration."

THAT item 4 of Appendix 13-84 be approved as presented.

THAT item 5 of Appendix 13-84 be approved as presented.

THAT Rule 2(m) be amended to read "rental of meeting halls for meetings open to all members of the general public."

THAT Rule 2(n) be amended to read "mileage allowance at the rates applicable to Civil Servants for travel within the province related to the Member's constituency."

THAT Rule 2(o) be amended to read "meal and accommodation costs incurred in the course of travel within the province related to the Member's constituency at rates applicable to Civil Servants."

THAT Rule 2(t) be amended to read "newspapers, publications and reference books."

THAT Rule 2(x) be amended to read "provision of greetings to constituents."

THAT in future, all amendments to the Constituency Allowance Rules be examined at the time they are adopted to determine whether or not they should become effective retroactively.

THAT the Constituency Allowance Rules as amended by the foregoing changes be distributed to all Members at the earliest opportunity.

THAT the Commission recommend amendment of subsection 63(1) of The Legislative Assembly Act so that it would read:

> "63(1) subject to subsection (2), there shall be allowed and paid in respect of each fiscal year to each Member a Constituency Allowance not exceeding $2,500.00 for expenses incurred by the Member in serving residents of the Electoral Division for which the Member was elected."

To ensure that where claims from a previous fiscal year are paid in a succeeding fiscal year, they do not reduce the entitlement available to a Member for that succeeding fiscal year.

2. Rules Respecting Members' Telephone Privileges

THAT the proposed rules set out in Appendix 11-84 be approved as presented subject to the change of effective date to June 1, 1984.

The meeting adjourned 12:35 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a meeting held at
10:00 a.m. on June 5, 1984
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding, Hon. Mr. Anstett, Messrs. Driedger, Fox, Graham and Ms. Phillips.

ALSO PRESENT: Messrs. Bryans, Earle, Mackintosh, Remnant and Tallin.

The Chairman called the meeting to order at 10:27 a.m.

MEMBERSHIP: The Chairman reported that he had been advised of the following changes to the Commission membership:

Mr. Graham replacing Mr. Blake;
Mr. Driedger replacing Mr. Downey; and
Mr. Fox replacing Mr. Scott.

AGENDA: Approved as presented.

MINUTES OF MAY 10 MEETING: Adopted as presented.

The following points were made and conclusions reached in the Commission's discussions:

THAT the Ombudsman be authorized to undertake recruiting action to fill the position of Investigative Assistant, approved at the 1984/85 Estimates Review.

1. **Constituency Allowance Rules**

THAT proposed item 1 of Appendix 17-84 - revised Rule 1.1 - be approved as presented.

THAT item 2 of Appendix 17-84 - revised Rule 2(n) - be approved as presented.

THAT item 3 of Appendix 17-84 - revised Rule 2(o) - be approved as presented.

THAT the amendments to Rule 2(n) and 2(o) consist only of the insertion, where indicated, of the words "by the Member".

THAT item 4 of Appendix 13-84 - amendment to Rule 2(s) - not be approved as presented, but instead be amended to read "stationery and office supplies,"

THAT item 5 of Appendix 13-84 - revised Rule 2(v) - be approved as presented.

THAT item 6 of Appendix 13-84 - revised Rule 3 - be approved as presented.

THAT item 7 of Appendix 13-84 - revised Rule 8 - be approved as presented.

THAT the text of Rule 2(h) because of the inherent conflict contained in the wording of that Rule be referred to both Caucuses for consideration and action at a subsequent Commission meeting.

THAT for purposes of the application of Rule 2(u), the purpose and content of a specific advertisement is of greater importance than the medium used to convey the message to the public.

THAT the constituency allowance rules as revised by the preceding amendments be circulated by the Speaker to all Members of the Legislative Assembly.

THAT the Proposed Constituency Allowances Rules, document 7-83, be retained for consideration in the future, and that the item "Constituency Allowance Rules" remain on the agenda for future meetings.

(Mr. Graham resigned from the Commission and left the meeting during this discussion.)

2. **Interpretation of Subsection 10(2) Legislative Assembly Management Commission Act**

THAT the legal opinion provided by Legislative Counsel respecting the above topic be acknowledged.

3. **Application of Conflict of Interest Act to Legislative Assembly Management Commission**

THAT notice of the offer of the Government House Leader to provide copies of the draft forms under the subject Act to each caucus when these become available be noted.

THAT the opinion respecting the application of the above Act to the Commission provided by Legislative Counsel be noted.

THAT the proposed Commission rules respecting conflict of interest be approved as presented.

4. **Office for Former Leader of the Official Opposition**

THAT the item be retained on the agenda for future discussion.

5. **City of Winnipeg Smoking By-Law**

THAT in view of the Government policy that the subject by-law will generally apply to Government buildings, there should be at least some application within the Legislative Building.

THAT rather than simply applying the city by-law, the Rules Committee should, by reference from the Commission, be requested to develop a Legislative Assembly policy of general application respecting smoking in Committee rooms.

THAT in formulating any such policy the Rules Committee might consider dividing the space in Committee rooms on a 50/50 basis between smoking and non-smoking sections.

6. **Disability Insurance Coverage**

THAT the recently completed arrangements whereby permanent Commission staff will be covered by the Civil Service Disability Insurance Plan be noted.

THAT no special arrangements be made to extend disability insurance coverage to part-time Commission staff until such coverage is available to all part-time staff in Government.

THAT the possibility of reclassifying Commission part-time staff as departmental employees or equivalent in order to provide them with increased benefits be investigated and that a representative of the Civil Service Commission be invited to attend a subsequent meeting to assist in further consideration of this matter.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a meeting held at
2:00 p.m. on July 24, 1984
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding, Hon. Mr. Anstett, Messrs. Banman, Blake, Driedger, Fox, Parasiuk and Ms. Phillips.

ALSO PRESENT: Messrs. Doern, Remnant and Mackintosh.

The Chairman called the meeting to order at 2:05 p.m.

MEMBERSHIP: The Chairman reported that Hon. Mr. Parasiuk would replace Hon. Mr. Plohman; and Mr. Blake would replace Mr. Graham.

The following conclusions were reached in the Commission discussions:

1. **Public Access**

THAT meetings of the Commission be held in camera but that Members of the Assembly who are not members of the Commission, Officers of the Assembly and staff required to be present may attend.

2. **Office Accommodation**

THAT the Speaker advise the Minister of Government Services of the following:

(a) the Minister should proceed with space reallocation for Mr. Doern;

(b) the Minister should provide reasonable notice to Mr. Doern of the space reallocation, given the current holiday season;

(c) caucuses will continue to allocate space internally, within the block of space allocated to each caucus; and

(d) the Minister should undertake a review of the space available for staff employed in the opposition caucus office to determine if there is adequate working space and, if not, whether larger or enhanced accommodation could be secured.

3. **Constituency Allowance Rules**

THAT Section 1.1 be amended by adding after paragraph (a) thereof the following:

"(b) 'non-partisan' means an item or article which does not by means of name or logo identify any specific political party."

and by renumbering existing paragraph (b) as (c).

THAT immediately after Section 7 thereof, the following new rules be added:

"8. Where a Member is in doubt as to the appropriateness of an expenditure under these Rules, the Member may request a pre-clearance of the expenditure by the Speaker."

"9. Where a Member's claim pursuant to these Rules has been rejected in whole or in part, the Member may refer that claim to the Legislative Assembly Management Commission."

THAT the present 8 be repealed and replaced by the following:

"10. The Constituency Allowance Rules approved by the Legislative Assembly Management Commission on December 20, 1983, March 29, 1984, May 10, 1984, June 5, 1984 and July 24, 1984 shall have effect from April 1, 1983."

THAT the Constituency Allowance Rules as revised by the preceding amendments be circulated by the Speaker to all Members of the Legislative Assembly.

The meeting adjourned at 4:10 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a meeting held at
10:00 a.m. on October 19, 1984
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Messrs. Banman, Driedger, Harapiak, Ms. Phillips and Hon. Mr. Plohman.

ALSO PRESENT: Mr. Balasko, Miss Bosiak, Messrs. Bryans, Jackson, Kovnats, Mrs. Miller, Messrs. Remnant, Tuckett and Willis.

The Chairman called the meeting to order at 10:05 a.m.

MEMBERSHIP: The Chairman reported that Hon. Mr. Plohman replaces Hon. Mr. Parasiuk; and Mr. Harapiak replaces Mr. Fox.

AGENDA: It was agreed to add an item concerning mailing privileges, and to approve the agenda as amended.

MINUTES OF JULY 24 MEETING: Adopted as presented.

The following conclusions were reached in the Commission discussions:

1. **Proposal to Establish Separate Word Processing Facility for Hansard**

THAT approval be given to the establishment of separate word processing facilities for the Hansard Branch in Room 22 of the Legislative Building, as set out in Option 1 of the background paper (Appendix 26-84); and

THAT the required funding be included in the 1985/86 estimates package.

2. **1985/86 Estimates - Department of Legislation**

THAT the 1985/86 base request for Program 1 (Indemnities and Allowances - Statutory) be approved.

THAT the 1985/86 base request for Program 2 (Other Assembly Expenditures) be approved, subject to the deletion of the following allocations:

(a) for the purchase/printing of additional copies of Statutes;

(b) for the purchase of clothing; and

(c) for an anticipated senior officer pay adjustment.

THAT the 1985/86 base request for Program 3 (Provincial Auditor's Office) be approved.

THAT the 1985/86 base request for Program 4 (Ombudsman's Office) be approved, subject to the deletion of the allocation for an anticipated senior officer pay adjustment.

THAT the 1985/86 base request for Program 5 (Electoral Office) be approved, subject to the deletion of the allocation for an anticipated senior officer pay adjustment.

THAT the new Administrative Officer position proposed for the Clerk's Office not be approved.

THAT the proposed Procedural Review not be approved, but that the subject matter be raised at the next meeting of the Standing Committee on the Rules of the House for consideration.

THAT the proposal respecting the repair, preservation and restoration of former Speakers' portraits be approved in principle;

THAT the restoration be carried out over several years; and

THAT the funding required for this proposal in 1985/86 be found within the estimates already approved.

3. **Amendment to Existing Delegations of Authority Substituting Miss B. Bosiak for Mr. G. Mackintosh**

THAT the amendment to the existing delegations of authority substituting Miss B. Bosiak for Mr. G. Mackintosh be approved.

4. **Requirement for Amendment to Legislative Assembly Act respecting Indemnity Indexing Factor**

THAT the industrial aggregate index replace the composite industrial index for purposes of the Members' indemnity indexing factor established by subsection 59(3) of the Legislative Assembly Act.

5. **Exercise of Speaker's Signing Authority after Dissolution of the House**

THAT this item be deferred until the next meeting.

6. **Mailing Privileges**

THAT the secretary draft for consideration at the next meeting guidelines respecting the types of material which Members may have prepared and any mail at the expense of the Assembly, distinguishing between partisan and party mailings.

The meeting adjourned at 12:50 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a meeting held at
10:00 a.m. on December 20, 1984
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Messrs. Banman, Blake, Driedger, Fox and Santos.

ALSO PRESENT: Miss Bosiak, Mr. Bryans, Ms. Friesen, Messrs. Kovnats and Remnant.

The Chairman called the meeting to order at 10:15 a.m.

MEMBERSHIP: The Chairman reported that Mr. Santos replaces Mr. Parasiuk.

The following points were made and conclusions reached:

1. **Adoption of Agenda**

THAT the agenda be adopted and that items 11 and 16 be first dealt with.

2. **Adoption of Minutes**

THAT the minutes of the meeting of October 19, 1984 be adopted as presented.

3. **Proposed Amendments to Employment Policies**

THAT the amendments to the employment policies regarding hours of work for the Recording Division of the Hansard Branch as set out in Appendix 29-84 be approved.

THAT the amendments to the employment policies regarding remuneration for the Transcribing Division of the Hansard Branch as set out in Appendix 29-84 be approved.

THAT the amendments to the employment policies regarding overtime for sessional staff in the Transcribing Division and Recording Division of the Hansard Branch and for sessional staff in the Clerk's Office as set out in Appendix 29-84 be approved.

THAT the addendum to the Transfer of Benefits Reciprocal Agreement between the Province of Manitoba and the LAMC regarding long term disability benefits as set out in Appendix 29-84 be approved.

THAT an item be added to the agenda for the next meeting regarding word processing equipment for the office of the Leader of the Official Opposition.

4. **Constituency Allowance Rules**

THAT paragraph 2(h) of the rules be repealed and the following substituted therefor:

> "(h) Printing of business cards, letterheads and envelopes which may identify a Member's political affiliation;".

THAT Rule 2 be amended by adding immediately after paragraph (n) the following:

> "(n.1) Transportation costs for travel by the Member within the province".

THAT paragraph 2(n) be amended by deleting the words "related to the Member's constituency".

THAT paragraph 2(o) be amended by deleting the words "related to the Member's constituency".

THAT paragraph 2(u) be repealed and the following substituted therefor:

> "(u) Non-partisan advertising respecting staff recruitment, office location, office hours, telephone numbers, addresses, opening or relocation of an office and holding of meetings open to the general public, any of which may contain the name and picture of the Member;".

Moved by Mr. Santos/Seconded by Mr. Banman:

> "Inasmuch that there is an accountable maximum of $2,500 which has to be documented as a limit to an MLA's constituency allowance, all reference to non-partisan and partisan distinctions in the Constituency Allowance Rules should be deleted."

THAT the preceding motion be deferred until the next meeting.

THAT the secretary draft the appropriate changes to the Constituency Allowance Rules to reflect the intent of the proposed motion, and circulate them to Commission Members prior to the next Commission meeting.

THAT in Rule 5, line 1, the words "Rule 7" be deleted and the following substituted: "Rule 6".

THAT the Rules be amended by adding thereto immediately after Rule 7 thereof the following Rule:

> "8. Each Member may claim constituency allowance expenses up to a maximum of $2,500 in any fiscal year in which he or she is a Member whether or not the Member is a Member for the entire year."

THAT existing Rules 8, 9 and 10 be renumbered as 9, 10 and 11.

THAT Rule 11 (formerly 10) be repealed and the following substituted therefor:

> "11. The Constituency Allowance Rules approved by the Legislative Assembly Management Commission on December 20, 1983; March 29, 1984; May 10, 1984; June 5, 1984; July 25, 1984 and December 20, 1984 shall have effect from April 1, 1983.

5. <u>Provision of an Office for the Former Leader of the Opposition</u>

THAT this item be deleted from the agenda and that an item be placed on the next agenda regarding office space for the Opposition Caucus staff.

THAT a follow-up be made on instructions given by the Commission at the July 1984 meeting that the Speaker advise the Minister of Government Services that the Minister should undertake a review of the space available for staff employed in the opposition caucus office to determine if there is adequate working space and, if not, whether larger or enhanced accommodation could be secured.

6. Disability Insurance Coverage for Commission Employees

Three options were described for coverage of Hansard employees:

(a) increase number of working days to 20 per month to meet the current plan requirements;
(b) request that the 20 working days per month requirement be waived;
(c) request that a separate plan be established for Hansard employees.

THAT staff investigate options 2 and 3 to provide disability insurance coverage for Hansard employees and report to a future Commission meeting.

7. Division of Responsibilities Between the LAMC and the Rules Committee

THAT this item be deferred until the next meeting.

8. Proposal for a Legislative Internship Program for the Manitoba Legislative Assembly

THAT the proposal for the establishment of a Legislative Internship Program as set out in Appendices 7-84 and 28-84 be approved; and

THAT an amount of $63,600 be added to the 1985/86 Department of Legislation estimates to fund the program.

9. Translation of Journals of the House

THAT a weekly French translation of the Votes and Proceedings be formally requested from the Legal Translation Branch of the Department of the Attorney-General.

THAT the typesetting of the French edition of the Votes and Proceedings be approved, with funding to be found in the current operating budget, and additional funding to be earmarked for the next fiscal year.

THAT Members of the Assembly be solicited to determine if any Member wishes the French edition of the Votes and Proceedings and the Journals.

THAT the Journals be published in two separate volumes (English) and (French).

THAT an amount of $20,000 be added to the 1985/86 Department of Legislation estimates to fund the printing of French Votes and Proceedings and Journals of the House.

10. Access to be Given to LAMC Minutes and the Extent of Distribution

THAT the minutes of meetings of the LAMC form an appendix to the annual report to the Legislative Assembly.

THAT in addition to minutes of the LAMC comprising an appendix, the annual report of the Commission consist of suggested amendments to the Legislative Assembly Act and the LAMC Act as well as an overview of recommendations made during the year by the Commission.

THAT minutes and all pertinent background papers be made available to all Members for inspection in the Office of the Clerk.

11. **Guidelines Respecting Members' Mailing Privileges**

THAT background paper 31-84 be amended by changing the word "rules" to the word "guidelines" wherever it appears in the paper and by deleting the last two points under item 4.

THAT the secretary circulate to Members the revised Guidelines Respecting Members' Mailing Privileges to allow for caucus discussion prior to the next meeting.

THAT further consideration of this item be deferred until the next meeting.

The meeting adjourned at 1:10 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a meeting held at
10:00 a.m. on February 14, 1985
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Messrs. Blake, Driedger, Fox and Kovnats, Ms. Phillips and Hon. Mr. Plohman.

ALSO PRESENT: Mrs. Beaton, Miss Bosiak, Messrs. Bryans and Doern, Ms. Friesen and Mr. Remnant.

The Chairman called the meeting to order at 10:09 a.m.

MEMBERSHIP: The Chairman reported that Mr. Kovnats would replace Mr. Banman for this meeting only.

The Chairman read a letter from Mr. Doern regarding certain problems he is encountering in the operation of his office. It was agreed to hear Mr. Doern later in the meeting.

The following points were made and conclusions reached:

1. **Adoption of Agenda**

THAT the agenda be adopted and that item 15 be the first dealt with.

2. **Adoption of Minutes**

THAT the minutes of December 20, 1984 be adopted as presented.

3. **Constituency Allowance Rules**

THAT the proposed amendments to the Constituency Allowance Rules which would have the effect of deleting all references to partisan and non-partisan distinctions not be proceeded with.

4. Principles Relating to Constituency Allowances

THAT, as a principle, invoices certified as paid by the Member or receipts be equally acceptable in support of amounts claimed by Members from their constituency allowance.

THAT, upon approval from the Department of Finance and the Provincial Auditor's Office, this principle be implemented immediately and that Members be so advised. Should there be any difficulty in an early implementation of this principle, the two caucus chairpersons will meet with Mr. Speaker to resolve any difficulties.

THAT any necessary amendments to the Constituency Allowance Rules be brought forward at the next Commission meeting.

5. Office Space for Opposition Caucus Staff

THAT this Commission re-affirms strongly its belief that the Legislative Building should be used to accommodate legislators and their support staffs together with the various facilities and services specifically required for the operation of the legislature.

THAT the Minister of Government Services be encouraged to abide by this principle, to the maximum extent possible, when allocating space within the Legislative Building.

THAT the Minister of Government Services be requested to look into the most appropriate means by which he may

(a) provide more appropriate space for the Opposition Caucus staff; and
(b) provide suitable space for the six legislative interns who will begin their duties on September 1, 1985

and report his findings to the Commission.

6. **Disability Insurance Coverage for Commission Employees**

THAT this item remain on the agenda pending further information from the Civil Service Commission and pending a decision by the LAMC on the proposed re-organization of Hansard.

7. **Division of Responsibilities Between Management Commission and the Rules Committee**

THAT the Clerk prepare for the next meeting a proposal embodying the general principle that the Rules Committee deal with procedural matters related to the House and that the LAMC deal with finance, administration and personnel matters.

8. **Consideration of Televising the Proceedings of the Legislative Assembly**

THAT this item be deleted from the agenda.

9. **Exercise of Speaker's Signing Authority after Dissolution of the House**

THAT the Clerk prepare for the next meeting a suggested Statute Law Amendment to empower the interim chairperson of the LAMC to act in place of the Speaker after polling day and to exercise the Speaker's signing authority in the event of illness or absence or where the office is vacant.

10. **Funding for Independent Members**

Mr. Doern and his secretary attended the meeting and requested that the LAMC authorize either additional funding for secretarial staff assistance to independent members or for more flexibility in using monies from constituency allowances and office budgets.

THAT Mr. Doern's request be declined.

11. **Proposed LAMC Annual Report**

THAT the report of the Legislative Assembly Management Commission for the fiscal year ending March 31, 1984 be approved.

THAT the Clerk prepare for the next meeting a background paper identifying personnel-related and other matters contained in minutes of meetings held until March 1984 which the Commission may wish to be made aware of before authorizing Tabling of all Minutes.

12. **Guidelines Respecting Members' Mailing Privileges**

THAT this item be deferred until the next meeting.

THAT the Clerk research how other jurisdictions limit the volume of mail.

13. **Cash Flow Update**

THAT the possible need for supplementary supply for the 1985/86 fiscal year be noted.

The meeting adjourned at 1:05 p.m.

LEGISLATIVE ASSEMBLY MANAGEMENT COMMISSION

Minutes of a meeting held at
10:00 a.m. on March 28, 1985
Room 255, Legislative Building

ATTENDANCE: Hon. Mr. Walding (Chairman), Hon. Mr. Anstett, Messrs. Banman, Blake, Driedger, Fox and Ms. Phillips.

ALSO PRESENT: Miss Bosiak, Messrs. Bryans, Moylan and Remnant.

The Chairman called the meeting to order at 10:07 a.m.

The following points were made and conclusions reached at the meeting:

1. **Adoption of Agenda**

THAT the agenda be adopted and that items 7 and 13 be the dealt with after item 2.

2. **Adoption of Minutes**

THAT the minutes of February 14, 1985 be adopted as presented.

3. **Exercise of Speaker's Signing Authority after Dissolution of the House**

THAT arrangements be made to incorporate in the Statute Law Amendment Act the necessary amendments to the Legislative Assembly Act and the Legislative Assembly Management Commission Act in order to provide for the exercise of the Speaker's signing authority after dissolution of the House.

4. **Translation of Journals**

THAT this item be deferred until a future meeting.

5. **Proposed Constituency Allowance Rules**

THAT paragraph 6(a) of the rules be amended by deleting the words "a receipt" and substituting therefor "an original invoice certified as having been paid by the Member or a receipt".

THAT paragraph 6(b) of the rules be amended by deleting the words "a receipt" and substituting therefor "an original invoice certified as having been paid by the Member or a receipt".

THAT Rule 7 be amended by deleting the words "documents proving each expenditure" and substituting therefor "original invoices certified as having been paid by the Member or by receipts".

THAT the secretary draft for the next meeting a rule change to prohibit the use of a Member's constituency office as campaign headquarters.

THAT the secretary draft for the next meeting a rule change to prohibit claims for constituency allowance expenditures incurred during an election period, except for those expenses of an ongoing nature (such as lease of an office or telephone rental charges).

THAT the secretary draft for the next meeting a rule change to allow claims for Zenith telephone service and for extra directory listings.

THAT footnotes to the constituency allowance rules be prepared to (a) clarify that long distance telephone toll charges are not charges against the constituency allowance and to (b) clarify that printing under the constituency allowance rules is not to be confused with printing of "householder mailing" provided for by The Legislative Assembly Act.

6. **Proposed LAMC Annual Report**

THAT for future reports personnel-related items be removed from minutes when the minutes are attached to the Commission's annual report.

7. **Word Processing Equipment for Office of Leader of the Official Opposition**

THAT the Opposition Caucus Chairman meet with the secretary on this item and that background material be circulated prior to the next meeting.

8. **Affirmative Action Programs**

THAT Messrs. Bryans and Remnant meet with employee representatives and draft an implementation plan for an Affirmative Action Program to be put before the LAMC.

The meeting adjourned at 11:28 a.m.